

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT Shortage of General Services Administration Personnel Supporting the Headquarters Complex

FROM:		EXTENSION		NO.
[Redacted]				DDA 81-2153
Deputy Director for Administration 7D24 Headquarters		[Redacted]		DATE 28 October 1981
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DDCI 7D6011 Hdqrs.				<p>According to GSA records, only 187 of 236 of the GSA positions that support our Headquarters complex were filled in September. Such shortages have become commonplace. On 29 September, I invited the GSA Regional Administrator out to lunch and to offer our assistance in helping them recruit employees and search for ways to increase incentives to work here. To our surprise, we found that GSA has not been actively recruiting for over a year. This has been a deliberate action in order to get down to their overall budget and ceiling constraints. We have taken the brunt of this action.</p> <p>I request you sign the attached letter.</p> <p>[Redacted Signature]</p> <p>Harry</p>
2. DCI 7D60 Hdqrs.				
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OL/P&PS: [Redacted] (13 Oct 81)  
 Rewritten: DDA [Redacted] (28 Oct 81)  
 Distribution:

- Orig - DCI w/att
- 1 - DDCI w/att
- 1 - ER w/att
- 1 - OL Official w/att
- 1 - DDA Subj w/att
- 1 - DEA Chrono w/att
- 1 - NEF Chrono

Att: Proposed Ltr to GSA Administrator fr DCI re same subj

81-2153

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence

FROM:   
Deputy Director for Administration

SUBJECT: Shortage of General Services Administration  
Personnel Supporting the Headquarters Complex

1. This memorandum requests your signature on a letter to Mr. Gerald Carmen, Administrator, General Services Administration (GSA), that asks his assistance in fully staffing the GSA complement authorized to support the Headquarters complex.

2. Recent complaints about poor cleaning in the headquarters complex highlight a problem GSA has in staffing their operations in Langley. According to GSA records, only 187 of the 236 positions authorized in the GSA McLean Field Office which supports the Headquarters complex were filled in September. Such shortages are commonplace among both custodial and crafts personnel, have existed for years, and seriously limit GSA's ability to respond to CIA requirements. To our knowledge, no other GSA Field Office in the National Capital Region (NCR) is subject to similar shortages of similar duration. Discussions with GSA have failed to find any incentive to encourage more GSA employees to travel to Headquarters (a relatively long distance for individuals dependent on public transportation) or to submit themselves to the Agency's security clearance process. Another problem is the fact that few GSA employees who are willing to work at Headquarters successfully obtain security clearances. Compounding the above problems is the fact that GSA has not been actively recruiting custodial personnel in the National Capital Region for well over a year. This action has been a deliberate one in order to get down to overall budget and ceiling constraints placed on them by the Office of Management and Budget.

3. On 29 September, I discussed this matter with the Regional Administrator, NCR, GSA, and no conclusive solution was reached. GSA is giving CIA priority treatment in assigning GSA employees who have been displaced elsewhere by commercial contractors. As a result, the custodial staffing at Headquarters should increase by 20 during October. We do

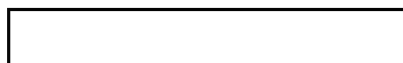
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SUBJECT: Shortage of General Services Administration  
Personnel Supporting the Headquarters Complex

STAT

not view this improvement as a permanent or complete solution to our problems.

4. Recognizing the lack of flexibility available to the Regional Administrator, NCR, in responding to the relatively unique situation at the Headquarters complex, I propose we ask the Administrator, GSA, to lift the recruitment ban in the NCR to permit hiring against vacancies in the GSA McLean Field Office. In doing so, we emphasize the continuing obligation GSA has to support CIA requirements regardless of the difficulty of the task. I recommend that you sign the attached letter.



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Attachment  
Letter to GSA

## Distribution:

Orig - DCI  
1 - DDCI  
1 - BR  
✓ 1 - DDA  
1 - OL official

STAT

## ORIGINATING OFFICE:



Acting Director of Logistics

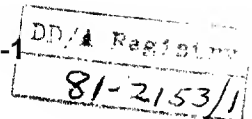
*16 Oct 81*

Date

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The Honorable Gerald P. Carmen  
Administrator  
General Services Administration  
Washington, D.C. 20405

Dear Jerry:

I am writing to alert you to a persistent problem of personnel shortages in the General Services Administration (GSA) staff assigned to your McLean Field Office to operate and maintain the Central Intelligence Agency (CIA) Headquarters complex in Langley, Virginia. The consequences of the shortages are so serious that I am seeking your assistance in resolving the problem.

Although the McLean Field Office is responsible for other buildings in the vicinity, the vast majority of resources there are devoted to supporting the Langley facility. In September 1981, there were just 187 persons assigned to the 236 positions authorized for the Field Office. Shortfalls of that magnitude have existed for years. Most of the shortages in September were among custodial workers and operating engineers, but there have been critical shortages in other craft skills in the past.

Inadequate staffing of the custodial complement has had the cumulative effect of diminishing the morale of CIA employees. Shortages among craftspeople, particularly operating engineers, have a more direct impact on CIA operations. I must have absolute confidence that the communications, data processing, operational support, and analytic capabilities in Langley will remain available at all times. Significant sums have therefore been spent to provide redundancy in the Langley utility systems. In the absence of adequate staffing, however, poor preventative maintenance and repair programs have diminished the overall reliability of the Headquarters plant. That situation is intolerable in the volatile atmosphere of today's world.

There is little that we in CIA can do to eliminate the two factors most often cited as causes of the staffing shortages at Langley: the reluctance of GSA employees to travel to the relatively distant and isolated Langley complex, and the difficulty of getting GSA personnel processed through the intensive security screening necessitated by CIA's sensitive mission. Informal soundings on the possibility of pay incentives or upgrading

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to attract more applicants to McLean Field Office vacancies were not encouraging. SA management in the Field Office and National Capital Region (NCR) are making conscientious efforts to ease the shortages by assigning employees released from other field offices to the McLean Field Office, but they point out that no recruitment is authorized at this time because of overall ceiling limits within the Region.

I am not satisfied that present efforts to increase staffing of the McLean Field Office will be successful. Accordingly, I am asking that MCR be authorized to recruit against the vacant positions in the McLean Field Office, irrespective of Regional ceiling limits. This request is based solely on our goal to see the Langley complex operated properly, and I am open to any alternate means of achieving that goal that you may develop.

STAT  CIA Deputy Director for Administration, and James McDonald, our Director of Logistics, are available to discuss this matter with you and your staff.

Sincerely,

*/s/ William J. Casey*

William J. Casey  
Director of Central Intelligence

Distribution:

Orig - Addressee  
1 - DCI  
1 - DDCI  
1 - EA  
✓ 1 - DCA  
1 - OL Official

ORIGINATING OFFICE:

STAT   
*Jem*  
Acting Director of Logistics

23 OCT 1981

Date